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CHIVE/C-44-65
3 December 1965

MEMORANDUM FOR: Director of CHIVE Task Force

SUBJECT   :   Monthly Report for November 1965

I.   ACTIVITY HIGHLIGHTS

A.   Management Activities

1.   The SR Keypunch equipment and personnel have
been moved from Room 2G24A to other SR space. A
request for furniture and room preparation has been
placed with OCR Administrative Services. This room
will accommodate 11 people and will be the last of
SR's space to be made available to the Task Force
until SR's Machine Unit moves downstairs.

B.   Integration and Plans Staff

1.   Phase III Planning and Scheduling (Task 17)

During the month approximately 33 people were
interviewed for the Task Force. Another 34 people
were briefed on CHIVE and opportunities in the
Task Force, but follow-up interviews will be con-
ducted in December.

Plans to utilize the space in Room 2G24A
(adjacent to 2G24) were worked out. Temporary
quarters for ALPG, PDG, and IBM personnel have
been identified. These rooms will be used for a
month or two, until the final move to the second
floor.

6 days
15 days
- 13 days

2.   System Integration (Task 41)

Considerable headway has been accomplished in this
task. A subtask charting technique developed in SDG
which shows subtasks, milestones, and personnel in-
volvement for each task has proved most useful. An
all-day meeting of the technical staff of CTF was
held on 17 November. The purpose of the meeting
was to hear reports from task team leaders on the

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GROUP 1
Excluded from automatic
downgrading and
declassification
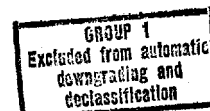
status of their work and on difficulties encountered. This first meeting ran somewhat later than expected and had to be continued on 24 November and completed on 29 November.

Extensive analysis of task areas continued during this period in preparation for the production of up-to-date Gantt and Personnel Assignment Charts. [   ] - 7 days

3. **Five Year Plan (Not a numbered task)**

We received an ad hoc request from the D/CR to supply a paper required by PPB on OCR's input to the 5-year plan. Specifically, a revision of CHIVE goals and production of program plans and costs was presented. [   ] 3 days - 1/2 day 1 day

C. **Systems Design Group**

1. **Task Planning (Not a numbered task)**

First drafts of Pert-like charts have been prepared on most of the tasks assigned to the Systems Design Group. The intent of each chart is to portray the major design elements of each task, anticipated completion dates for these subtasks as well as the overall task, personnel assignments, and interface between tasks including date dependency. These planning charts will be revised on a regular basis to reflect improved understanding of the design problems encountered, schedule and personnel changes, etc.

2. **Security Specifications (Task 1)**

[   ] is now preparing a proposed solution to the augmentation (logical security) problem, based largely upon the sample solution proposed in CHIVE/W-2-65 and upon the results of Special Register discussions with SPINT Staff on a similar problem, as reported in October.

[   ], who joined CTF during the report period, is studying the physical security problems and will draft CHIVE position papers on some of these problems. The latter's special clearances are still in process and will probably not be completed until

about 15 December. He will be away from Headquarters
Building during the last half of December.

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                        - 3 days
                        - 2 days
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3. **Current Awareness Support (Tasks 2, 38h)**

The month of November was spent on two major, but
slow and time-consuming, tasks: developing the Word
Exclusion List, which is 90% complete and checking
two geographic area codes (ISC and CODIB Task #1).
The CODIB Task 1 Code, although somewhat imbalanced
in area breakdowns, is comprehensive and suitable for
the "KWIC" Index except for the lack of administrative
breakdowns for China and the USSR. Coding schedules
of area trigraphs for the provinces of China and the
oblasts of the USSR have been developed and coordinated

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with [   ] of the CODIB Support Staff who plans to
append these two schedules to the Task 1 Area Code when
it is submitted to the BOB Area Task Group.

Preliminary programming specifications have been
outlined and discussed briefly with [   ] Chief STAT
Program Design Group.

An hour or two was spent with [   ] Graphic STAT
Register, exploring the possibility of KWIC indexing
the GR motion picture accessions on China. The films
appear to be suitable candidates for KWIC indexing.

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                        8 days
                        16 days
                        1 day
                        - 1 day
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4. **Document Delivery System (Tasks 3, 38f)**

During the week of 7 November, 3-M engineers
installed new lighting systems on all Filmsort 2000
cameras in Headquarters. They also brought in new
film, new chemicals, and new print paper for testing.
One camera has been completely re-aligned for testing.
Definite improvement in film image and print quality
has been noted.

The Task Team met with the Director, CTF, for a
discussion of the status of the new film equipment
on 8 November and with the Director, OCR, on 31

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November for a discussion of the working paper on Document Delivery System Management and Space Recommendations.

Time expended by team members on task:

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12 days
10 days
- 7 days
- 15 days
6 days

5. **Page Reader Specifications (Task 4)**

A subtask chart was prepared.

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- 1/2 day

6. **Dictionary Building (Tasks 5, 38a, 38b, 38c)**

a. **Location Dictionary**

The Document Division nine-tag file has been put under FFS (Formatted File System) control. Work has begun on two other files: FIB town/city information file. Work on these two files should be completed by 15 December. Arrival of a replacement copy of the tape of the China and Tibet portions of the Bombing Encyclopedia, which was destroyed accidentally, is expected prior to 3 December.

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17 days
- 1 1/2 days
- 4 1/2 days

b. **ISC Modification**

Work on the communications section of the transportation-communications chapter engaged the task team for almost the entire period. To agree on a classification which would be comprehensive enough to cover the most minute phases of a system and which would, at the same time, be simple enough for non-technical indexers to use was not easy. When agreement was reached, the task team returned to the four chapters already agreed on and refined them. Work has now begun on the commodity chapter.

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8 days
11 days
- 15 days

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c. Organization Dictionary

Three papers were completed during the month for publication in early December:

- A paper describing CHIVE's selection criteria for Chinese Communist organizations, together with a covering memorandum (CHIVE/C-42-65) which will accompany the paper and be submitted to select Agency China analysts in order to obtain their evaluation of these proposed criteria.

- A paper entitled "Alternative Approaches to Merging Existing Organization/Installation Files."

- An evaluation of an earlier paper by _____ on the subject of the proposed organization dictionary.

Resolution of the issues raised by these papers will form the basis for determining the detailed method of building the organization dictionary as well as its content and structure.

Other activities included the preparation of descriptions of nine files to be used in compiling the organization dictionary, as well as a study of the Formatted File System in relation to these files.

- 18 days
- 20 days
- 7 1/2 days
- 1/2 day

7. Input Interface (Task 7)

a. Header Data Input Forms

The first two-color form was tested on the CDC Page Reader on 18 November at the Rabinow plant. Preliminary indications are that the form, typing, and reading program worked well. Some minor form changes (e.g., reducing the height of some field markers) are being made as a result of this trial

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in order to increase the reliability of the reading
operation. A brief test of correction methods showed
the use of Snopake correcting paint to be unsuitable.
Satisfactory results were obtained with the use of
adhesive masking strips. These and other methods will
be checked further as more machine time becomes
available. However, this brief test does seem to
suggest that we will be able to correct input records
by patching up the portion in trouble, rather than
rejecting the entire form.

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[   ] tested all of the present
header forms by sample indexing a variety of actual
documents. Snags and difficulties were resolved during
the week of November 15, so that the art work and
printing can now be done at SRI for the final 2-color
versions.

Data is currently being collected through a review
of the documents used in the indexing experiment to
guide the design of 3 new header input forms: maps,
movies, ground photos. A preliminary map form has
also been prepared and is now being checked out by
[   ] will also work on the develop-
ment of a content indexing form.

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Specifications for validity checks are currently
being written by C. Bourne for each form as they pro-
ceed from the design to the printing stage. [   ] is
working on a draft of a handbook of rules and examples
for header indexing.

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A preliminary 8092 program was written and
assembled in order to take advantage of the limited
test time available during November on the 915-8092 at
Rabinow.

In addition to gaining extensive "hands-on"
experience in the use of the CDC hardware and software,
an initial evaluation was obtained on our input forms.
A complete report (W-10-65) on Page Reader Programming
and testing to date has been prepared.

As a result of the information gained during this
test period, specifications (W-9-65) have been pre-
pared for an operational Page Reader program.

Negotiations for time on some Page Reader System have been initiated to bridge the period (15 November to February) when the CDC System will be out of town.

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20 days
- 12 days
- 4 days
- 19 days

b. **Vocabulary Control File Interface**

The development and initial testing of an on-line computer reference lookup system has been completed at SRI, using the NIS China Gazetteer as the test reference tool. The system has been implemented for both a typewriter keyboard and 5-finger keyset input. The actual timing trials have been postponed while waiting for the installation of a new and brighter CRT tube on the existing large display station. It is expected that the timing trials will be completed during December. Some attention will also be given to the improvement of the existing manual tools during the next few months.

STAT

2 1/2 days
- 3 days
- 4 days

8. **Inherited File Utilization (Task 9, 38g)**

a. **SR Detail Index**

Three batches of SR index cards have been mechanically accumulated. Each batch represents several days output from keypunching. Thorough counts and statistics have been completed for the first batch. The second and third batches have been listed in document sequence and additional statistics, that are needed for correlation, are being collected from these listings manually.

Figures concerning the activity of the various index files are being collected from several years accumulation of SR's monthly reports.

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- 16 days
2 days
- 8 days

b. Intellofax Index

The final report on the Intellofax Reference System Index File study was edited and approved by CTF management and is now being typed for publication.

9. Indexing Procedures (Task 10)

a. Information Analyst/Content Indexer Communication

The test plan for the first phase of the IA/CI communication tests is being completed. The four persons who will participate will be named in early December. A document base of over 300 collateral documents has thus far been collected. A preliminary analysis of these documents indicates that some 55 of the 230 documents (excluding bio-cards and economic abstract cards) contain information of possible interest to both the proposed information analyst and the biographic analyst. Hence, an overlap between the two analysts of approximately 25 per cent of the documents is projected thus far. The actual extent of this overlap and any resulting conflicts will be noted in the forthcoming tests. The tests are scheduled to commence in the first week of January 1966.

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$\boxed{}$ - 15 days

10. Dossier Requirements Study (Task 19)

A second draft task description was completed early in November. After lengthy discussions with $\boxed{}$ it was agreed STAT that the task as envisioned in the draft was too extensive relative to manpower and timing considerations and, in certain respects, proposed a questionable methodology. Subsequently, a new approach was suggested and another draft was prepared by $\boxed{}$ which has STAT been approved by the D/CTF. The planned study will now be comprised of two major subtasks. The first subtask will consist of conducting interviews with approximately twenty senior employees of OCR at division, branch, section, and desk levels, in order to draw upon their operational experience and intuitive judgment for an

evaluation of CHIVE dossier and name control philoso-
phies. The second subtask (on which a separate task
description will be written later) will examine what
facts are available (such as those which could be
derived from analyzing OCR request activity) which
would justify or negate a particular dossier strategy.
A paper is being prepared as an aid to the personnel
being interviewed, which will summarize CHIVE proposals
for dossier establishment and control of names at input.
In addition, a select set of questions is being developed
which will help the OCR employees focus the response on
the above two design issues.

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                                   14 days

11. Management Data File (Task 20)

The task description for the Management Data Task
is being drafted and the initial task planning chart
submitted early in November is being revised to conform
to the general scope of the task as outlined by CTF
management.

STAT   , will assist on this task, but   STAT
spent most of the month on CHIVE reading and orientation.
He has been briefed on the task and its general
objectives.

STAT   - 3 days
                                   - 2 days

12. Selection Criteria (Task 22)   STAT

The first phase of the Selection Criteria Task was
started during the month with the assignment of   STAT
STAT   and   to the subtask of   STAT
establishing a catalog of Agency receipts on Communist
China. Samples of each unique source are being collected
and a 5 x 8 data collection card was designed and re-
produced for use in describing each source. The descrip-
tive data elements recommended by CODIB Task Team 2, Item
Identification, were selected as the identifying elements
to be applied to each source. It is expected that the
individual who is assigned the task of establishing the
Item Identification Register will benefit from the work
accomplished by this subtask.

As stated in the task description which was completed
during the month, the product of this subtask will be
used by the selection officer and a number of other task
teams to determine how each source will be processed, e.g.,
microfilming, header data indexing, biographic indexing,
etc. The final product--the result of an additional

task--will be a report describing how each source
will be processed. This report will be substantiated
by papers which describe the depth of control which
is to be applied to the major indexing elements, e.g.,
personalities, organizations, subjects, etc.

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> - 10 days
> 1/2 days

13. Maps and Graphics Indexing (Task 23)

Work on this task was begun on 1 November 1965
with the assignment of [   ] to the project. STAT
Activity during the month included a review of pre-
vious CHIVE papers on the Map Library and the Graphics
Register problems, preliminary discussions with the
Division Chiefs of each of these components, and the
preparation of a task description. Several conferences
were held with [   ] and [   ] on header da STAT   STAT
and indexing requirements, including current procedures
of ML and GR.

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> - 17 days

14. File Purge Study (Not a numbered task)

Data is being collected on the age of documents
furnished by the SR document delivery system. A
preliminary report is being written for the file purge
study.

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> - 2 days
> - 1 day

D. Program Design Group

1. Input Processing (Task 12)

Effort continues in the area of establishing and
defining the elements of information needed to describe
and control the various forms of input which will be
handled by the Input Processing Module.

Procedures to detect, indicate, and correct the
multitude of possible errors and error combinations
which may occur are also being explored.

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> - 2 days
> days

2. Retrieval (Task 37)

associated processing requirements continued.
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General design of the CHIVE geographic search capability was completed. The first section of a two-section working paper describing the design was completed. Detailed design has commenced.

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    17 days
    20 days
    1/2 days

E. Automatic Language Processing Group

1. ALP Programming (Task 29)

Work continues in the elimination of software bugs. Several corrections have been made to the Steno I/O program. Steno LPU program bugs have been reduced with the new core table provided by IBM Research. LPU program bugs in MT are still encountered frequently. An intensive study of these problems commenced during the last week of November.

The problem of "hard" errors from the photostore will remain a continuing one. Under study at present are two plans for reading into the LPU core errata lists associated with specific disks.

STAT

    - 14 days
    - 2 days

2. ALP Training (Task 30)

The stenotype speedbuilding class is now engaged in the parallel (with the present manual system) production of two FBIS daily reports: the Latin America report and the East European Economic report.

    P. O'Neill - 14 days

3. ALP Production Volume (Not a numbered task)

ALP processing for November averaged 20,000 words per day of Steno print out and about 10,000 words per day of Russian-English MT. All production is printed in 4 copies: 3 for shipment to FDD and 1 for retention by the ALP Group.

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4. ☐ Word Frequency Study (Not a numbered task)

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Discussions held with ☐ concerning the digital mag tape of FBIS teletype tapes have resulted in a request for the ALP Group to perform a frequency

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count on the data. The resulting word lists will be used in the construction of a dictionary of place names and proper names. The possibility of using the ALP steno format codes in the editing of this data is being considered.

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6 days
11 days
4 days
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5. ALP Evaluation (Not a numbered task)

Brief discussions were held with [   ] and STAT
[   ] There was little activity on this task
because full-scale ALP production work has been
postponed until February 1966.

[   ] 1/2 day

F. Monthly Documentation Summary

1. Substantive Memoranda

Specifications and Schedule for Page Reader, 3 pp., CHIVE/C-35-65, 1 November 1965, Unclassified.

Hardware/Software Schedules, 6 pp., CHIVE/C-36-65, 1 November 1965, Unclassified.

Equipment Procedures and Liaison, 3 pp., CHIVE-C-39-65, 5 November 1965, Confidential.

Use of Professional Employment Agencies, 1 p., 4 November 1965, Administrative, Internal Use Only.

Survey of BR's China Category File in Relation to Organizational Dictionary Building for CHIVE, 3 pp., CHIVE/C-39-65, Confidential, 8 November 1965.

Briefing on Dunn and Bradstreet Business Files, 1 p., 12 November 1965, Unclassified.

Ad Hoc Security Clearances for GE Representatives, 1 p., 8 November 1965, Unclassified.

Programmer Recruiting, 1 p., 12 November 1965, STAT
Administrative - Internal Use Only.

Request for Special Clearances for [   ]
[   ] 1 p., 15 November 1965, Secret.

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Transfer of [ ] to CHIVE Task Force, 1 p., 15 November 1965, Administrative - Internal Use Only.

CHIVE Task Review Meeting, 2 pp., CHIVE/C-40-65, 15 November 1965, Confidential.

Services of [ ], 1 p., 18 November 1965, Unclassified. STAT

Reaction to [ ] Program, 1 p., 23 November 1965, Secret. STAT

Assignment of OCR Senior Personnel to CHIVE Task Force, 2 pp., CHIVE/C-41-65, 29 November 1965, Secret.

2. Task Descriptions

CHIVE Geographic Operator (37a), 2pp., CHIVE/T-18-65, 4 November 1965, Confidential.

Selection Criteria, Subtask: Catalog of Communist China Receipts, 4 pp., CHIVE/T-19-65, 23 November 1965, Confidential.

Dossier Requirements Study--Subtask I, 4 pp., CHIVE/T-20-65, 29 November 1965, Confidential.

3. Working Papers

Page Reader Program--Specifications, 9 pp., CHIVE/W-9-65, 29 November 1965, Unclassified.

Report on Preliminary Page Reader Testing, 3 pp., CHIVE/W-10-65, 29 November 1965, Unclassified.

4. Reports

ALP System Acceptance Test, 24 pp., CHIVE/R-5-65, 15 November 1965, Unclassified.

G. Briefings, Meetings, Miscellany

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1. On 9 November [   ] briefed [   ] who is in charge of the FICEUR biographic unit, on CHIVE biographic plans. [   ] was also put in touch with the Biographic Register in order to increase his awareness of the Agency's biographic effort and products.

2. On 18 November [   ] and [   ] attended a briefing on the automated information system being developed by Dunn and Bradstreet.
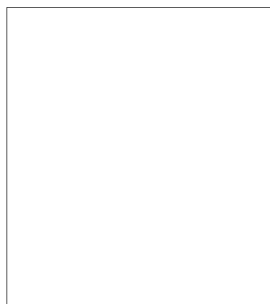
3. [   ] briefed the OCR Division Chiefs on 15 November on the material and information being presented to OCR personnel during the interviews.

II. PERSONNEL

A. Training and Recruitment

1. During the month [   ] interviewed personnel at grades from GS-13 through GS-8 for the CHIVE Task Force. In each category, the numbers are given below:

Not all of these people, in particular those in GS-8,9,10 grades, have been individually interviewed. However, all have been briefed on work done to date and on positions available in the Task Force at this time.
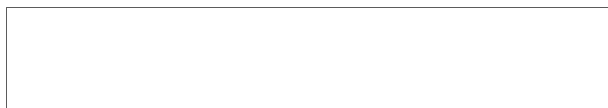
2. Members of the Task Force attended the IBM course "Basic Computer Course for Non-Programmers." The following attended the course given 8,9 November:

The following attended the course given 22,23 November:

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3. _____ has commenced a one-month /360 school on 18 November.   STAT

4. The present status of additional OCS personnel is as follows:

	Personal History Forms Submitted	Physical Exam	Firm Offer	Expected EOD
Case 1	On Board			
Case 2	No longer available			
Case 3	4 May	24 Oct	29 Nov	3 Jan
Case 4	No longer available			
Case 5	2 Aug	8 Dec	—	—
Case 6	File being reviewed			
Case 7	17 Dec	—	—	—
Case 8		22 Dec	10 Jan	31 March

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B. Agency

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1. _____ entered on duty as a member of the Program Design Group on 15 November.   /2

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2. _____ entered on duty as a member of the Systems Design Group on 15 November.

3. Agency personnel assigned full time to CTF during the report period were as follows:

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OCR

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2. Expenditures to date on the current contract are approximately 43% of the total budget.

B. SRI Contract

1. About 19% of the budgeted funds have been spent over about 30% of the budgeted time of the project.

C. CHIVE Task Force

The total number of man-hours expended by all Task Force personnel (including part-time members) on numbered tasks is as follows:

- Integration and Plans Staff   —
- System Design Group   —
- Program Design Group   —
- Automatic Language Processing Group   —

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Assistant to The Director
CHIVE Task Force

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